



Ohio History Connection  
State Archives of Ohio  
Local Government Records Program  
800 E. 17<sup>th</sup> Avenue  
Columbus, OH 43211-2474

OHIO HISTORY CONNECTION

APR - 2 2015

STATE AND LOCAL  
GOVERNMENT RECORDS

## RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

### Section A: Local Government Unit

Portage County

Treasurer's Office

(local government entity)

Brad Cromes

(unit)

Treasurer

March 30, 2015

(signature of responsible official)

(name)

(title)

(date)

### Section B: Records Commission

Portage County

Records Commission

330-297-3600

(telephone number)

449 S. Meridian St.  
(address)

Ravenna  
(city)

44266  
(zip code)

Portage  
(county)

To have this form returned to the Records Commission electronically, include an email address:

[dmazanec@portageco.com](mailto:dmazanec@portageco.com)

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Records Commission Chair Signature

4-2-15

Date

### Section C: Ohio History Connection - State Archives

Connie Conner

Signature

Govt. Records Archivist

Title

4/14/15

Date

### Section D: Auditor of State

Martin E. Mue

Signature

Records Mgr

Title

4-23-15

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

## Section E: RECORDS RETENTION SCHEDULE (RC-2)

*See instructions before completing this form.*

Portage County

(local government entity)

Treasurer's Office

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
TREA-01	<b>Accident Reports/Files:</b> Report of employee injury, personal or property damage involving a county vehicle or accidents occurring on county property.	6 years, provided no action pending	Paper		<input type="checkbox"/>
TREA-02	<b>Address Change Forms:</b> Request by taxpayers to change their mailing address.	3 years	Paper and Electronic		<input type="checkbox"/>
TREA-03	<b>Agendas:</b> List of items to be discussed and/or acted upon during a meeting	2 years	Paper		<input type="checkbox"/>
TREA-04	<b>Annual Inventory:</b> Departmental inventory of all the materials, machinery, tools and other supplies held in the office. ORC 305.18.	3 years	Paper		<input type="checkbox"/>
TREA-05	<b>Annual Reports:</b> Substantive information on operations, procedures, policies and planning.	Permanent	Paper and Electronic		<input checked="" type="checkbox"/>
TREA-06	<b>Attendance Records:</b> Employee attendance, including leave requests.	3 years	Paper		<input type="checkbox"/>
TREA-07	<b>Audit Reports (Federal, State and Internal):</b> Financial examinations and reports. ORC 117.26.	5 years	Paper		<input type="checkbox"/>
TREA-08	<b>Backup Data:</b> Computer generated backup tapes and data created, used and maintained for disaster recovery purposes.	One system backup cycle	Electronic		<input type="checkbox"/>
TREA-09	<b>Back Office Report:</b> Real property records maintenance.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-10	<b>Bank Statements:</b> Daily and monthly statements containing withdrawal and deposit information for accounts.	3 years, and until audited	Paper		<input type="checkbox"/>
TREA-11	<b>Bankruptcy Files:</b> Files pertaining to bankruptcies where county has tax lien interest.	5 years after case's final disposition	Paper		<input type="checkbox"/>

*Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.*

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TREA-12	<b>Bids (Successful):</b> Document notice, hearing, and awarding of quoted bids from required vendors, including bonding information, specification sheets, bid forms and amounts, etc. ORC 2305.06.	15 years after expiration of contract	Paper		<input type="checkbox"/>
TREA-13	<b>Bids (Unsuccessful):</b> Bids not awarded.	2 years after contract signed	Paper		<input type="checkbox"/>
TREA-14	<b>Blank Forms:</b> Forms stock.	Until obsolete or superseded	Paper		<input type="checkbox"/>
TREA-15	<b>Bond Register:</b> Listing of bonds held.	7 years after final maturity of notes bonds	Paper		<input type="checkbox"/>
TREA-16	<b>Budget:</b> Annual departmental allocation.	5 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-17	<b>Budget Working Papers:</b> Documents used in budget preparation.	2 years	Paper and Electronic		<input type="checkbox"/>
TREA-18	<b>Bulletins, Posters and Notices to Employees:</b> Informational job-related notices.	Until no longer of administrative value	Paper		<input type="checkbox"/>
TREA-19	<b>Cigarette &amp; Vendor Tax Records:</b> Payment of licenses issued by the Auditor, along with summarizing reports.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-20	<b>Compliance Reports:</b> Standard reports required to be filed by regulatory agencies.	5 years after filing	Paper and Electronic		<input type="checkbox"/>
TREA-21	<b>Continuing Education Records:</b> Professional licenses, certifications, trainings, and other documents noting advancement related to employment.	Kept with employment file	Paper and Electronic		<input type="checkbox"/>
TREA-22	<b>Contracts:</b> Legal agreements with individuals, organizations or entities for goods and services.	8 years, and until after expiration	Paper		<input type="checkbox"/>

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TREA-23	<b>Copies of Records</b>	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-24	<b>Correspondence (Transient):</b> Messages sent and received by any media including letters, email, memoranda, etc. conveying temporary information in lieu of oral communication.	Until no longer of administrative value	Various		<input type="checkbox"/>
TREA-25	<b>Correspondence (General):</b> Messages sent and received by any media including letters, email, memoranda, etc. not attempting to influence policy.	2 years	Various		<input type="checkbox"/>
TREA-26	<b>Correspondence (Substantive):</b> Messages sent and received by any media including letters, email, memoranda, etc. from Treasurer or Deputy Treasurer dealing with office administration, including policy, procedures, fiscal and personnel matters.	5 years, then apprise for historical value	Various		<input checked="" type="checkbox"/>
TREA-27	<b>Daily Balance Sheets:</b> Document cash transactions, balances, receipts and disbursements.	3 years, and until audited	Paper		<input type="checkbox"/>
TREA-28	<b>Daily Statements (Form 6):</b> Listing of daily transactions provided to the Auditor.	3 years, and until audited	Paper		<input type="checkbox"/>
TREA-29	<b>Delinquent/Omitted Taxpayer Agreements:</b> Agreements for payment of owed taxes.	3 years, or until completed, voided or cancelled	Paper		<input type="checkbox"/>
TREA-30	<b>Delinquent Tax and Assessment Collection (DTAC) Fund Records:</b> Related to receipt and expenditure of monies from the DTAC Fund. ORC 149.38(D).	4 years	Paper and Electronic		<input type="checkbox"/>
TREA-31	<b>Delinquent Tax Lists:</b> List of delinquent taxes, desc. of taxes and penalties due.	3 years, and until audited	Paper		<input type="checkbox"/>

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TREA-32	<b>Delivery/Packing Slips</b>	Until no longer of administrative value	Paper		<input type="checkbox"/>
TREA-33	<b>Directories/Lists/Rosters:</b> Employee phone numbers, email addresses, staff rosters, etc.	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-34	<b>Disaster Plans:</b> Plans and procedures to protect and reestablish office operations in the event of a disaster.	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-35	<b>Disciplinary Hearings:</b> Records related to proceeding where employee discipline issues are heard.	Kept with employment file	Paper, Electronic and Audio		<input type="checkbox"/>
TREA-36	<b>Drafts:</b> Working documents.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-37	<b>Employee Evaluations:</b> Records used to measure work performance.	Kept with employment file	Paper		<input type="checkbox"/>
TREA-38	<b>Employment Applications (Successful)</b>	Kept with employment file	Paper		<input type="checkbox"/>
TREA-39	<b>Employment Applications (Unsuccessful)</b>	6 years	Paper		<input type="checkbox"/>
TREA-40	<b>Employment Files:</b> Documentation of service.	2 years after employee terminates, except retirement waivers, service records and leave balances (permanent)	Paper and Electronic		<input type="checkbox"/>
TREA-41	<b>Escrow Records:</b> Records for tax payment installment programs.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>

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TREA-42	<b>Estate Tax Records:</b> List assessment value of decedent's property and/or orders for the amount of taxes to be paid.	5 years after payment, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-43	<b>Equipment Maintenance:</b> Files documenting ownership, warranties, and routine maintenance of county equipment.	Life of equipment	Paper and Electronic		<input type="checkbox"/>
TREA-44	<b>Fax Logs:</b> Record of messages sent and received.	1 year	Paper		<input type="checkbox"/>
TREA-45	<b>Fee Schedules</b>	Until obsolete or superseded	Paper		<input type="checkbox"/>
TREA-46	<b>Financial Records (Other):</b> Records other than those specified elsewhere in this schedule pertaining to financial transactions.	3 years, and until audited	Paper and Electronic	Red means: the years encompassed by the record have been audited by the Auditor of State and the report has been passed pursuant to 117.20 O.R.C.	<input type="checkbox"/>
TREA-47	<b>Forfeitures and Foreclosures:</b> List of properties forfeited and/or foreclosed for tax purposes.	Permanent	Paper and Electronic		<input type="checkbox"/>
TREA-48	<b>Grant Files:</b> Document the application, evaluation, awarding and administration of grant funds received by the office.	Maintain as required by grant (min. 1 year for applications, 5 years or until audited for awarded grants)	Paper and Electronic		<input type="checkbox"/>
TREA-49	<b>Image Files:</b> Visual documentation of person, place or event.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TREA-50	<b>Investment Advisory Committee Minutes:</b> Official record of committee meetings.	Permanent	Paper and Electronic		<input type="checkbox"/>
TREA-51	<b>Investment Contracts:</b> Contracts with outside vendors for investment management.	15 years after expiration	Paper		<input type="checkbox"/>
TREA-52	<b>Investment Journal:</b> Tracks county deposits with respect to investments.	Permanent	Paper		<input type="checkbox"/>

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TREA-53	<b>Investment Quarterly Reports:</b> Tracks county investment portfolio quarterly.	10 years	Paper and Electronic		<input type="checkbox"/>
TREA-54	<b>Investment Transaction Reports:</b> Tracks county investment purchases and disposition of assets.	10 years	Paper and Electronic		<input type="checkbox"/>
TREA-55	<b>Job Descriptions:</b> Experience, education and other requirements of office positions.	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-56	<b>Journal of Warrants Redeemed:</b> Lists Auditor's authorizations for spending that have been paid.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-57	<b>Legal Advertisements/Notices:</b> Inform public of events related to office activities as required by law.	1 year, or until superseded	Paper and Electronic		<input type="checkbox"/>
TREA-58	<b>Litigation Records:</b> Legal claims against the office and subsequent proceedings.	5 years after final disposition	Paper and Electronic		<input type="checkbox"/>
TREA-59	<b>Mail:</b> Communications from other offices, commercial entities, and others for general informational purposes.	Until no longer of administrative value	Paper		<input type="checkbox"/>
TREA-60	<b>Mailing Lists:</b> List of individuals and addresses for mail distribution	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-61	<b>Management and Operations Reports:</b> Studies, including statistical analysis, created to assess functions and programs.	5 years	Paper and Electronic		<input type="checkbox"/>
TREA-62	<b>Manuals/Handbooks:</b> Rules regarding behavior, instructions for equipment, policies, procedures, processes, and other information related to management of the office.	Until obsolete or superseded, then appraise for historical value	Paper and Electronic		<input type="checkbox"/>
TREA-63	<b>Meeting Notices:</b> Public notices of time, place and subject of meetings.	1 year	Paper and Electronic		<input type="checkbox"/>

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TREA-64	<b>Military Personnel Extension Applications:</b> Application for extension of property taxes for member of the Armed Forces of the United States called to duty.	1 year after expiration or default	Paper		<input type="checkbox"/>
TREA-65	<b>Monthly Statements:</b> Record of monthly reconciliations with Auditor's office.	3 years	Paper		<input type="checkbox"/>
TREA-66	<b>Oaths of Office of Elected Officials:</b> Oaths given and sworn by elected officials upon taking office.	10 years after leaving office	Paper		<input type="checkbox"/>
TREA-67	<b>Officials' Bonds:</b> Surety bonds filed by officials to help ensure responsible execution of job duties.	10 years after expiration	Paper		<input checked="" type="checkbox"/>
TREA-68	<b>Organization Chart:</b> Diagram showing the relationships of office staff.	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-69	<b>Outstanding Warrants Report:</b> Listing of warrants from Auditor yet to be redeemed.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-70	<b>Payroll Records:</b> Department copies including time sheets, comp time documentation, and time cards.	2 years	Paper and Electronic		<input type="checkbox"/>
TREA-71	<b>Pay-Ins:</b> Documentation of money paid into an account within the Treasury.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-72	<b>Personal Property Abstract:</b> A report to balance tax values, penalties & accrued/paid interest amounts.	5 years	Paper		<input type="checkbox"/>
TREA-73	<b>Press/News Releases:</b> Information disseminated through media.	Until no longer of administrative value, then appraise for historical value	Paper and Electronic		<input checked="" type="checkbox"/>
TREA-74	<b>Professional Association Records</b>	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>

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TREA-75	<b>Publications:</b> Produced by the office; includes brochures and promotional materials to inform the public of services.	Until obsolete or superseded; retain 1 copy permanently	Paper and Electronic		<input checked="" type="checkbox"/>
TREA-76	<b>Public Relations and Training Materials:</b> Created for presentations, public relations events, etc	Until obsolete or superseded	Paper and Electronic		<input type="checkbox"/>
TREA-77	<b>Record of Tax Collection (Form 7):</b> Compiles and summarizes cumulative collection of taxes, year -to-date.	3 years, and until audited	Paper and Electronic		<input type="checkbox"/>
TREA-78	<b>Records Requests:</b> ORC 149.43	2 years	Paper		<input type="checkbox"/>
TREA-79	<b>Records Retention and Disposition Forms</b>	Permanent	Paper		<input type="checkbox"/>
TREA-80	<b>Research Records:</b> Collected information from a variety of sources for the purpose of comparing and contrasting options, plans, etc.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-81	<b>Scrapbooks:</b> Compilation of materials for retention of institutional memory.	Appraise for historical value	Paper and Electronic		<input type="checkbox"/>
TREA-82	<b>Service Requests:</b> Written requests and logs seeking services, assistance, etc.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-83	<b>Settlements:</b> Records of semi-annual distribution of receipts to tax districts.	5 years	Paper and Electronic		<input type="checkbox"/>
TREA-84	<b>Speeches/Presentations:</b> Written and/or recorded material distributed when speaking to a group.	Until no longer of administrative value, then appraise for historical value	Paper, Electronic and Audio		<input checked="" type="checkbox"/>

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TREA-85	<b>Surveillance Tapes/Videos:</b> Footage documenting actions of employees and visitors within an office for security purposes.	Use for one cycle, then reuse provided no action pending	Electronic		<input type="checkbox"/>
TREA-86	<b>Surveys/Questionnaires:</b> Records collected from employees and the public to assess a program or event.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-87	<b>Tax Bill Proofs:</b> Used to create tax bill file for printing and distribution.	5 years	Paper and Electronic		
TREA-88	<b>Tax Duplicates:</b> List of taxes and assessments by parcel, owner information, legal description, taxable valuation of all real estate and manufactured homes, and special assessments.	Permanent	Paper, Electronic and Microfilm		<input type="checkbox"/>
TREA-89	<b>Tax Liens Redeemed:</b> Record of tax liens sold at tax lien sale or otherwise redeemed by taxpayer.	5 years	Paper and Electronic		<input type="checkbox"/>
TREA-90	<b>Tax Penalty Remission Applications:</b> Request by taxpayer to have late penalties waived or refunded.	3 years	Paper		<input type="checkbox"/>
TREA-91	<b>Tax Receipts &amp; Reports:</b> Records of tax payments into Treasury, including summaries.	3 years, and until audited	Paper and Electronic	Added means 3 years	<input type="checkbox"/>
TREA-92	<b>Tax Refunds:</b> Records of returns to taxpayers as a result of overpayment.	3 years, and until audited	Paper and Electronic	Not processed by the time they have been audited by the Auditor of State and the report has been filed pursuant to G. 117.25 O.R.C.	<input type="checkbox"/>
TREA-93	<b>Telephone Logs:</b> Tracking incoming and outgoing calls.	6 months	Electronic		<input type="checkbox"/>
TREA-94	<b>Training Files:</b> Documentation of employee training.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-95	<b>Transfer of Funds Orders</b>	3 years	Paper and Electronic		<input type="checkbox"/>

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TREA-96	<b>Transient Records (Misc.):</b> Post-It notes, text messages, instant messages, and other communications of short-term usefulness.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-97	<b>Travel Request/Expenses</b>	3 years, and until audited	Paper		<input type="checkbox"/>
TREA-98	<b>Unclaimed Funds List:</b> Issued by Ohio Dept. of Commerce; details financial assets where fund holder cannot locate owner.	Until no longer of administrative value	Paper and Electronic		<input type="checkbox"/>
TREA-99	<b>Vehicle Maintenance Records:</b> Note repairs and maintenance of vehicles owned by Treasurer's Office.	Until vehicle sold or disposed of.	Paper		<input type="checkbox"/>
TREA-100	<b>Vehicle Mileage Records:</b> Log of mileage and expenses incurred in vehicles owned by Treasurer's Office.	Until vehicle sold or disposed of.	Paper		<input type="checkbox"/>
TREA-101	<b>Visitor's Logs</b>	1 year	Paper		<input type="checkbox"/>
TREA-102	<b>Voicemail:</b> Messages.	Until no longer of administrative value	Electronic		<input type="checkbox"/>
TREA-103	<b>Work Orders:</b> Requests for maintenance, assistance or other services.	1 year	Paper and Electronic		<input type="checkbox"/>
TREA-104	<b>Work Schedules</b>	Until no longer of admin. value	Paper and Electronic		<input type="checkbox"/>
TREA-105	<b>Workers' Compensation Claims:</b> Files covering claims made by an employee for BWC benefits.	10 years after last activity	Paper and electronic		<input type="checkbox"/>